



Position Description

REVISED AUGUST 30, 2023

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SECTION 1: GENERAL INFORMATION

Position Number	Agency Code	Agency Name		
Division/Section/Unit		City/County		
Employee Name	County Code	In Central Office?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current State Title	Alphanumeric Code	Slot	Band	
<div>Full/Part-Time Indicator</div> <div>Hours Per Week</div> <div>Base Hours</div>	Supervisor State Title	Alphanumeric Code	Slot	
	SOURCE OF FUNDING			
	State %	Federal %	Other %	

☐ DSH COPY

☐ AGENCY COPY

DIVISION OF STATE HUMAN RESOURCES

Agency Code	Alphanumeric Code	Slot
Authorized Date		
<input type="checkbox"/> Delegated	<input type="checkbox"/> New Position	<input type="checkbox"/> Prototype
<input type="checkbox"/> State Title Changes	<input type="checkbox"/> Update	

Approved State Title

Approval Signature

Date Approved

SECTION 2: REQUESTED ACTION INFORMATION

Requested Action	Requested State Title	Alphanumeric Code
Supervisor's Signature	Date	Other Required Signature
		Date

☐ FLSA Designation

SECTION 3: REQUIREMENTS, SKILLS and GUIDELINES (this section of the position description is to be completed by the supervisor)

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements)?

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

MISCELLANEOUS DATA

Employee Number

Position Dept. Number



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SECTION 3: REQUIREMENTS, SKILLS and GUIDELINES (continued)

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

SECTION 4: JOB PURPOSE, FUNCTIONS and RESPONSIBILITIES

1. Job Purpose:



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SECTION 4: JOB PURPOSE, FUNCTIONS and RESPONSIBILITIES (continued)		
2. Job Functions:		
	Essential/ Marginal (E/M)	Percentage Of Time



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SECTION 4: JOB PURPOSE, FUNCTIONS and RESPONSIBILITIES (continued)

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

	STATE TITLE	NUMBER
3.1.	_____	_____
3.2.	_____	_____
3.3.	_____	_____
3.4.	_____	_____
3.5.	_____	_____
3.6.	_____	_____

# of employees <i>directly</i> supervised:	<input type="text"/>
Total # of employees supervised:	<input type="text"/>

4. Comments:

SECTION 5: CERTIFICATION

All of the information on the position description is an accurate and complete description of this job.

Employee's Signature

Date

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